WEB ACCESSIBILITY POLICY (W002)

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V.1.4

UNIVERSITY WEB ACCESSIBILITY POLICY W002

PURPOSE

The purpose of the University Web Accessibility Policy is to provide additional details regarding the standards and guidelines for Web Content Accessibility beyond what is provided in the University's general Web Content Policy (W001).

SCOPE

The University's Web Accessibility Policy extends to all content found on any Web-accessible address covered by Web Content Policy (W001).

POLICY

1. GENERAL POLICY

The University of Miami is committed to developing, procuring, and maintaining its Web-based content in formats that are equally accessible to all consumers.

Documented efforts to maintain comprehensive WCAG 2.0 AA and section 508 compliance described in [section 508](#) of the Rehabilitation Act of 1973 and the [W3C Web Content Accessibility Guidelines](#) must be filed at least once per year.

2. GOVERNANCE

A. CHIEF GOVERNING BODY

The University's [Office of Disability Services](#) is the primary office that handles the coordination of auxiliary aids and services for students with disabilities. Information is available to prospective and enrolled students, their parents and/or sponsors. The Office of Disability Services (ODS) is located in the Camner Center for Academic Resources in Whitten University Center 2400. ODS staff can be reached at 305-284-2374 (Voice) or 305-284-1999 (Fax).

The University Human Resources' [Office of Workplace Equity & Performance](#) is responsible for coordinating the University's effort to implement the nondiscrimination policy for employees. Workplace Equity & Performance (WEP) is located in the Human Resources Department at 1320 South Dixie Highway, Gables One Tower, Suite 355. WEP staff can be reached at 305-284-3064 (Voice) or 305-284-3853 (Fax).

The Division of University Communications is responsible for promulgating Web accessibility standards and for clarifying the University's communications strategy as it relates to accessibility.

The Division of University Communications will coordinate with University areas to capture and record acknowledgement of regular successful Web content audits insuring efforts are being made to follow standards and will track issues related to Web content accessibility as they arise.

Central enterprise services used to manage Web content such as Web Content Management (CMS) software must utilize accessibility guidelines so that a baseline of accessibility standards will extend equally across as many University Web properties as possible.

CONTACT INFORMATION:
Division of University Communications
Web and Digital Communications and Marketing
305-284-1600
webmaster@miami.edu
webcomm.miami.edu

B. HOW TO CHANGE WEB ACCESSIBILITY POLICY

Any change requests to existing Web policy should be forwarded to the chief governing body. The proposed change will then be considered as follows:

- Considered by chief governing body, Web and Digital Communications and Marketing Advisory [Group](#), and the Division of University Communications
- Change adopted, finalized, and published by the Web team and distributed to change management participants

The Division of University Communications coordinates the [Web and Digital Communications and Marketing Advisory Group](#) (WAC), a representative body that works toward strengthening the University's Web presence by studying issues and providing recommendations on topics concerning current and future strategies.

Membership on the WAC is offered to all colleges, schools, main administrative divisions and targeted initiative and constituency groups with areas of specialization specific to Web communications and marketing. The group meets semi-regularly/monthly.

PROCEDURES

1. RECOMMENDED AUDITING TOOLS

In the interest of uniformity and coordination across all University areas, the University recommends the [WAVE Web Accessibility Evaluation Tool](#) for auditing their sites and documenting efforts.

2. PRIORITY STANDARDS

Using the WAVE Web Accessibility Evaluation Tool, particular attention should be paid to:

- WAVE Web Accessibility Report "Red Flag" items
- Elements should have appropriate contrast or an alternate, non-browser specific high-contrast or text-only option should be available on the site
- Documents should have unique page titles
- "Skip Navigation" elements should be enabled to allow readers to easily forward to a page's content region
- Form Fields should have labels and title elements
- Keyboard controls should be able to access all content on desktop view
- Videos should be accessible via keyboard and have closed captions
- PDFs should have selectable, scannable text
- Non-trivial graphics and images should have meaningful alternative text
- Header tags should be tagged at the appropriate level to match the context of the content

3. REQUIRED COMPLIANCE TRACKING

Each main University area and college and school is responsible for collecting and filing materials documenting audits and compliance efforts for the Web sites within their area. Compliance efforts should be reviewed at least once per year.

The following University areas are responsible for documenting audits and compliance efforts for all Websites within their portfolio, and for coordinating with sub-organizational areas to collect and confirm accessibility compliance efforts. Each area's main office should have a designated procedure for filing and confirming compliance documents so that they can be provided upon request. The documentation should include:

- All known web properties
- Compliance efforts including WAVE scan and audit results for each property's main templates or pages
- Receipts of any communications, contracts, or service efforts that can document any work under way, completed, or planned to strengthen and comply with accessibility standards

Accessibility standards for Web sites within the University's central Cascade Content Management System environment are automatically monitored by accessibility tools and accessibility upgrades that are tracked centrally by the Division of University Communications. All sites that use Cascade Server are already captured and do not need to be audited or tracked for compliance, however, any and all feedback is appreciated and should be sent to webmaster@miami.edu.

The areas below are each required to formalize and document accessibility compliance efforts for Websites housed within (and reporting to) their organizational level:

- Each college and school (including centers and institutes and research grant-based Web sites overseen by faculty within an area)
- Alumni Association
- Athletics
- Division of Business and Finance
- Division of University Advancement
- Division of University Communications (includes BOT, President's Office, Public Affairs, General Counsel, and Compliance area Websites)
- Office of the Executive Vice President and Provost (administrative unit Web sites and research entities with direct reporting to the office)
- Division of Student Affairs
- UHealth/Health Affairs